



POLICE OFFICER TRAINEE

\$6,490.42 PER MONTH

(FLAT SALARY WHILE ATTENDING THE P.O.S.T BASIC POLICE ACADEMY)

APPLICATION CLOSING DATE:

CONTINUOUS RECRUITMENT

(Applications will be continuously reviewed and oral board interviews may be scheduled at any time.)

If you have been preparing for a career in law enforcement and desire to work for a dynamic public service organization in a great community, please attach and submit the following required items with your electronic CalOpps application:

- **CALOPPS City of Gilroy Employment Application including supplemental questions**
- **Self-Attestation Form for the Police Officer Trainee Position (form available at www.cityofgilroy.org/615/Job-Listing)**
- **Copy of P.O.S.T. Entry-Level Law Enforcement Written Test Battery T-Score Certificate with a minimum t-score of 48 (See pages four and five of this flyer for information on testing – Pre registration is required)**
- **Copy of P.O.S.T. Physical Agility Work Sample Test Battery Certificate with a minimum score of 320 points (See pages four and five of this flyer for information on testing – Pre registration is required)**

ABOUT THE POSITION

The City of Gilroy is recruiting for the position of Police Officer Trainee. The Gilroy Police Department is located 28 miles south of San Jose, in Santa Clara County, and serves a diverse population base of approximately 53,000 residents. The Gilroy Police Department (GPD) provides 24 hours patrol services responding to public safety calls for service and implementing crime suppression, conducting investigations, traffic enforcement and accident investigation and solving civil conflicts, arresting suspects and engaging in directed patrol missions to prevent or reduce crime in order to protect life and property for the citizens of Gilroy.

The **Mission** of the Gilroy Police Department is: Providing excellent public safety services in partnership with the community.

The **Vision** of the Gilroy Police Department is: The men and women of the Gilroy Police Department are dedicated to courageously ensuring the safety of our community.

The **Core Values** are: Respect, Integrity, Compassion, Teamwork, Innovation, and Accountability.

GENERAL DESCRIPTION:

Under general direction of a police supervisor and/or police academy supervisor, and in a non-sworn capacity, attend and participate in a comprehensive training program at a Peace Officer Standards and Training (P.O.S.T.) certified basic police academy; to learn, train and successfully perform all related learning and testing activities relative to the technical knowledge, skills and physical capabilities required to perform in the capacity of a sworn police officer; and to successfully complete the police academy. Perform related duties as required.

Police Officer Trainees do not possess peace officer authority while attending the academy. Individuals in this job classification are considered temporary, non-sworn, at-will employees. Appointment to a sworn peace officer position is contingent upon successful completion of the academy followed by a final review by the Police Chief.

EXAMPLES OF DUTIES:

1. Attend, fully participate in, successfully complete and graduate from a California P.O.S.T. approved basic police academy.
2. Successfully perform all related learning, both academic and physical (defensive tactics, firearms, driving, etc.), and testing activities.
3. Care for and maintain departmental equipment.
4. Attend all academy courses and training in accordance with the academy schedule which may include varied days and/or hours.
5. Report criminal activity.
6. Perform in specialized functions when assigned.
7. Participate in related training programs.
8. May be required to speak in front of community groups.
9. May do research into law, policies, and related matters.
10. May be subject to recall/call-out.
11. Perform related work as required.

QUALIFICATIONS

1. High school graduation or G.E.D. equivalency. Some college work preferred.
2. Must be at least 20.5 years of age at time of testing and at least 21 years of age at time of appointment to sworn peace officer.
3. Pass a P.O.S.T. physical agility test.
4. Be able to meet the current Peace Officer Standards and Training (POST) medical standards for a peace officer and be free from any physical condition, which might adversely affect the exercise of power as a peace officer.
5. Pass a P.O.S.T. background investigation, which includes a polygraph examination, an extensive Department of Justice criminal record check, an FBI check and a firearms clearance.
6. Pass a post-offer psychological evaluation and a medical examination, which includes a drug test.

7. Must be a U.S. Citizen or a permanent resident alien who is eligible for and has applied for citizenship. Peace officer applicants must obtain citizenship within three years after filing an employment application.
8. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles.
9. Required to be proficient in typical police weaponry and meet department firearms qualification requirements.
10. Pass all required department and P.O.S.T. training.
11. Possess and maintain CPR and First Aid Certificates within six (6) months of hire.
12. Within 18 months from date of hire as a sworn peace officer, must establish and maintain residency within 45 minutes normal driving time from the Gilroy Police Station.
13. Prefer bilingual (English/Spanish).
14. Prefer non-tobacco user.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire for this position is part of the on-line application form for this recruitment on Calopps.org (Member City: Gilroy). You must file your responses via the on-line application process.

Supplemental Questions:

1. Why do you want to be a Police Officer for the Gilroy Police Department?
2. Please describe your public service work experience.
3. Please describe how you will provide excellent customer service if hired as a Police Officer to serve the Gilroy community.
4. Are you prepared and able to attend a full-time P.O.S.T. police academy and meet all requirements to successfully pass this mandatory training to become a full-time peace officer? Please explain any conflicts or issues, if any.
5. If selected to become a full-time peace officer after successful completion of the P.O.S.T. police academy, are you able to work all shifts (days, swings, and graveyard), all days of the week, and holidays? Please describe any conflicts you may have with your work schedule, if any.

Informational: Please be sure that you have included or mailed all required application materials to complete your application packet to include the following three items:

- **Completed City of Gilroy Self Attestation Form (link to form included with job announcement; form is available on the city of Gilroy website with the job posting)**
 - **P.O.S.T. Entry-Level Law Enforcement Test Battery T-Score Certificate with a minimum T-score of 48**
 - **P.O.S.T. Physical Agility Work Sample Test Battery Certificate with a minimum score of 320 points**
6. Have you completed and included or mailed all of the required application packet items as noted in the previous question? (Yes or No)

COMPENSATION

Salary Information

Police Officer Trainee's will earn a flat monthly salary of \$6,490.42 while attending the P.O.S.T Basic Police Academy. Temporary employees are non-benefited, at-will positions. Temporary employees are enrolled in the PARS retirement system with the City making an employer contribution and the employee contribution (6.2%) being deducted from your payroll check. The PARS retirement system is in lieu of participating in social security. You will, however, participate in the Medicare portion of social security as that is a required program.

Payroll

All City employees are paid monthly, on the last business day of each month via direct deposit.

P.O.S.T. TEST BATTERY INFORMATION

To apply for this excellent job opportunity, candidates must obtain **two** P.O.S.T. test battery certifications (written battery and agility battery) as described below. The below information references testing locations near Gilroy that provide this testing and certification; however, candidates may obtain the identical certifications at other California P.O.S.T. certified testing locations. Only identical California P.O.S.T. certifications will be accepted. Certificates must be dated within one year of application date.

P.O.S.T. Entry-Level Law Enforcement Test Battery

To register to take the test to obtain a P.O.S.T. Entry-Level Law Enforcement Test Battery Certificate please visit the following site www.theacademy.ca.gov

Click the *Assessment Testing* tab, scroll down to *Law Enforcement* and then click one of the testing locations (San Jose, San Mateo, Monterey, San Mateo County S.O. Training Center). Each site may offer different testing dates for the Entry-Level Law Enforcement Test Battery. The following test dates are currently scheduled:

- Monday, August 7, 2017 (The Academy at Monterey Peninsula College in Seaside)
- Tuesday, August 8, 2017 (The Academy at Coyote Valley in San Jose)
- Wednesday, August 9, 2017 (The Academy at Coyote Valley in San Jose)
- Tuesday, August 15, 2017 (The Academy at Coyote Valley in San Jose)
- Saturday, August 19, 2017 (The Academy at Coyote Valley in San Jose)
- Thursday, September 14, 2017 (The Academy at Coyote Valley in San Jose)
- Wednesday, September 20, 2017 (The Academy at Coyote Valley in San Jose)
- Saturday, September 23, 2017 (The Academy at Coyote Valley in San Jose)
- Tuesday, September 26, 2017 (The Academy at Monterey Peninsula College in Seaside)

Please pay close attention to the above written examination date start times. They may have start times available in the morning, afternoon or both. Please plan your time and arrive at least 15 minutes early. Testing dates are subject to change by the testing location.

The cost to candidates for this exam will be **\$10.00 plus a test fee of \$1.24** due at the time of registration. If you have any questions please feel free to contact The Academy at (408) 270-6458. Please submit a copy of your certificate showing the minimum T-Score of 48 at the time of application. Again, P.O.S.T. Entry-Level Law Enforcement Test Battery certificates with a minimum T-score of 48 will be accepted from California P.O.S.T.

locations other than the one listed above provided they are dated within one year of the employment application.

P.O.S.T. Physical Agility Work Sample Test Battery

To register to take the test to obtain a P.O.S.T. Physical Agility Work Sample Test Battery Certificate please visit the following site www.theacademy.ca.gov

Click the *Assessment Testing* tab, scroll down to *Law Enforcement* and then click on *Physical Agility WSTB*. Scroll down and you will see the various dates offered at different testing locations. Currently, the following P.O.S.T. Physical Agility Work Sample Test Battery test dates are being offered in the Gilroy region:

- Monday, August 7, 2017 (The Academy at Monterey Peninsula College in Seaside)
- Tuesday, August 8, 2017 (The Academy at Coyote Valley in San Jose)
- Saturday, August 19, 2017 (The Academy at Coyote Valley in San Jose)
- Tuesday, September 12, 2017 (The Academy at Coyote Valley in San Jose)
- Saturday, September 23, 2017 (The Academy at Coyote Valley in San Jose)
- Tuesday, September 26, 2017 (The Academy at Monterey Peninsula College in Seaside)

All of the above physical agility examinations begin at promptly 12:30 p.m. Please plan your time and arrive at least 15 minutes early. Testing dates are subject to change by the testing location. In addition, the website noted above contains information regarding the agility test as well as practice sessions offered to candidates.

The cost to candidates for this exam will be **\$100.00 plus a test fee of \$3.49** due at the time of registration. If you have any questions please feel free to contact The Academy at (408) 270-6458. Please submit a copy of your P.O.S.T. Physical Agility Work Sample Test Battery certificate showing the minimum score of 320 points at the time of application. Again, P.O.S.T. Physical Agility Work Sample Test Battery certificates with a minimum score of 320 points will be accepted from California P.O.S.T. locations other than the ones listed above provided they are dated within one year of the employment application.

The city of Gilroy will be investing significant time and expense to sponsor the candidate through the full P.O.S.T. police academy. Sponsorship will include the salary noted in this flyer, academy fees and tuition, and mentorship from current Gilroy officers. Therefore, these certifications are required to provide an early indication of the candidate's commitment and ability to be a successful graduate of the police academy.

APPLICATION PROCESS

If you have been preparing for a career in law enforcement and desire to work for a dynamic public service organization in a great community, please attach and submit the following required items with your electronic CalOpps application:

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City Application Form – Candidates must complete the CalOpps City of Gilroy application form for this position and submit on line. Please prepare attachments prior to completion of the CalOpps application so that you may upload and attach them to your CalOpps submittal.

Apply Online:

1. Go to <http://www.calopps.org>.
2. Click on “Member Agencies”
3. Click on the “City of Gilroy”
4. Scroll down until you see “City of Gilroy Job Openings”
5. Click on desired job title
6. Click on “Apply”
7. Click on “Apply Anyway”
8. When prompted click on “Create a Profile”
9. Continue with application and SUBMIT

Please scan and save your attachments into **one** PDF document before uploading and attaching them to your application. Once you have the above items ready to upload, you can either scan them and attach them to your CalOpps on-line application and submit them electronically OR, if you do not have access to a scanner, you will need to mail in the application attachments to the City of Gilroy Human Resources Department for attachment to your application. *These forms must be submitted electronically with your CalOpps application or must be received by mail as soon as possible.*

If for some reason you are not able to upload the required application package items via CalOpps, please fax them with a cover sheet to our confidential FAX line: (408) 846-0200. In the alternative, you may mail them or hand-carry them to: **City of Gilroy, Human Resources Department, 7351 Rosanna Street, Gilroy, CA 95020.**

NEXT STEPS

This recruitment is continuous and applications will be continuously reviewed and oral board interviews may be scheduled at any time. Only candidates with completed application packets will be reviewed (please note that following instructions and submitting a complete application packet is part of the evaluation process as these are skills used on the job). Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City’s expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.